

DEPARTMENT OF THE ARMY  
Corps of Engineers, Omaha District  
215 North 17th Street  
Omaha, Nebraska 68102-4978

DM 5-1-2

CENWO-PM

Memorandum  
No. 5-1-2

1 April 1998

Management  
PERFORMING WORK OUTSIDE DISTRICT AREA OF RESPONSIBILITY (AOR)  
AND FOR  
WORK PERFORMED BY OTHERS WITHIN DISTRICT AOR

1. Purpose. This memorandum establishes procedures for assignment of all work within the Omaha District Area of Responsibility (AOR) and assignment of work accomplished by Omaha District outside its AOR.

2. Applicability. This memorandum applies to all organizational elements of the Omaha District. It is in conformance with existing USACE regulations and supplements (reference 3. a, 3. b, and 3. c below).

3. References:

a. Memorandum for Commanders, Major Subordinate Commands and Directors, Laboratories and Field Operating Agencies, subject: Corps-wide Areas of Work Responsibility, dated 15 September 1997.

b. Engineering Regulation 5-1-10, Management, Corps-wide Areas of Responsibilities, dated 30 September 1997.

c. NWD Guidance for Implementation of ER 5-1-10, Corps-wide Area of Work Responsibility.

4. Policy:

a. General. Omaha District Project Managers shall review all existing work assignments as of 15 September 1997 outside the Omaha District Area of Responsibility (AOR) as soon as possible but no later than 15 September 1998 and obtain written approval for performance of work from the geographic district. It is the intent of the Northwestern Division (NWD) to resolve all disagreements at the Division level without requiring HQUSACE mediation. Therefore, NWD participation in obtaining approval is recommended.

b. Omaha District will maintain E-mail addresses and office addresses with Mr. Bob Perrine, HQUSACE, for Public Distribution List DL-IAW (Assign Work). In Omaha District the distribution list consists of the Deputy District Engineer for Project Management

(DDEPM); Chief, Military/Civil Works Branch; and Chief, HTRW Branch. The current address is 215 N. 17th St., Omaha, NE 68102, ATTN: CENWO-DP (for DDE/PM); ATTN: CENWO-PM-M (for Military/ Civil Works Branch), E-mail james.l.sack@usace.army.mil; ATTN: CENWO-PM-H (for HTRW Branch), E-mail douglas.plack@usace.army.mil.

c. When called by a customer, the Omaha District (NWO) representative shall advise how the Corps normally conducts business and encourage them to follow that business practice, that is, explain that normally activities are performed by the Corps district office assigned that geographic or functional responsibility. When a customer desires to deviate from normal Corps business practices, NWO shall develop an agreement with the affected geographical district or, failing that, obtain written approval from HQUSACE prior to executing the work.

d. Mandatory Centers of Expertise (MCX) (the Transportation Center and the HTRW Center) work assignments shall be executed, reviewed or otherwise controlled as specified in ER 110-1-8158, Corps-wide Centers of Expertise Program.

e. Brokered work assignments may be performed outside assigned areas provided that there exists in the project file the written approval of the USACE activity in whose geographical or functional area the work is located.


f. In the Omaha District, the person designated to sign written approval for brokering work within Omaha District AOR to another district, is the Deputy District Engineer for Project Management. Initial requests by other districts to perform work within NWO shall be submitted to either the Chief, Military/Civil Works Branch, telephone no. (402) 221-3824, fax no. (402) 221-4828; or Chief, HTRW Branch, telephone no. (402) 221-7700, fax no. (402) 221-7838. Requests shall be staffed, then taken to DDE/PM for decision.

g. Work requested by a customer to be performed by Omaha District which is outside the Omaha District AOR, and which has not been approved in writing by the geographic district, shall not be prepared by Omaha District until/unless written approval is granted by the geographic district or by the USACE Board of Directors (BOD). Requests to the BOD shall comply with Paragraph 7 of ER 50-1-10, dated 30 September 1997, and shall be prepared within Omaha District by the Project Managers who would manage the work if it is approved (responsible PM). However, it is the intent of NWD to reach agreement between Divisions and not have to resort to the BOD.

h. Poaching is the unauthorized performance of work in another USACE activity's AOR. Poaching is forbidden. Poaching within NWO's AOR shall be reported to the Omaha District Deputy District Engineer for Project Management, who shall report it to the USACE BOD through the Northwestern Division, Programs Management Division.

i. The Omaha District responsible PM will coordinate the receipt of written permission from another district, to expedite work that Omaha District is requesting or is being requested to accomplish outside their AOR. The notification activity shall be a conference phone call which includes the appropriate Branch Chief from Omaha District's Programs and Project Management Division, the appropriate Branch Chief of Northwestern Division's Programs Management Directorate, and their counterparts in the affected geographic division and district offices. Upon completion of the discussion, if there is a brokering agreement, the Omaha District responsible PM shall prepare minutes of the discussion, summarizing the work to be performed, duration of effort, value of work, and reasons why the work was requested to be brokered. The minutes shall be approved by the Omaha District DDE/PM and faxed to the geographic district. A copy shall also be mailed to the geographic district for counter signature and returned. A copy of the minutes signed by responsible parties in both districts shall be placed in the project file. If a brokering agreement cannot be completed, the responsible PM shall prepare a request to USACE BOD to perform work outside our AOR, in accordance with Paragraph 7 of Reference 3.b.

j. If NWO is contacted by a customer to perform work at an installation where the Navy is the design/construction agent, NWO can perform the work without approval of the Navy. However, the Navy shall be contacted and informed of the design effort. If the Navy is to be the construction agent for the project, they shall be invited to participate in design reviews, Biddability, Operability, Constructability (BOC) reviews, etc. Coordination should ensure a smooth handoff to the construction agent, whether it is the Base or the Navy.



BRYAN S. VULCAN  
LTC, EN  
Deputy Commander

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